

KEWEENAW BAY INDIAN COMMUNITY

2015 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
TONI J. MINTON, Secretary
SUSAN J. LAFERNIER, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DON MESSER, JR.
DONALD SHALIFOE, SR.

ENVIRONMENTAL RESPONSE PROGRAM SPECIALIST

One (1) full-time, non-exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Cover Letter
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ College Transcripts
- ☐ Copy of valid, unrestricted Michigan driver's license
- ☐ 40 Hour Hazardous Waste Operations and Emergency Response Certification, if applicable
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the MI DHHS
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: January 20, 2016

Closing Date: February 3, 2016 at 4:00 pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

ENVIRONMENTAL RESPONSE PROGRAM SPECIALIST

One (1) full-time, Non-Exempt position

LOCATION:

KBIC Natural Resources Department
(Located 7 miles north of L'Anse on Pequaming Road)

SUPERVISORY CONTROL:

Natural Resources Director

SALARY:

Grade 9 (minimum starting wage = \$16.33/hr)

QUALIFICATIONS:

- Must possess a Bachelor of Science Degree in Environmental Engineering, Environmental Sciences or closely related field.
- Experience with environmental site investigations such as NEPA's, Phase I Investigations, Phase II Investigations, Baseline Environmental Assessments, All Appropriate Inquiry, or others.
- Experience conducting environmental sampling including soil, sediment, and water, or able to obtain training within 6 months.
- 40 hour Hazardous Waste Operations and Emergency Response certified, or able to obtain within 6 months.
- Must be in good physical condition and able to lift 50 pounds unassisted.
- Must possess efficient communication skills.
- Must possess legible handwriting.
- Must possess a valid, unrestricted Michigan driver license; a reliable vehicle; good driving record; and be insurable to drive fleet vehicles.
- Must be willing to travel at least 50 miles three days per week, as necessary.
- Must be willing attend in and out of state training as directed.
- Experience in performing investigative studies, report writing, budgeting, record keeping, and computer software (MS Outlook, MS Word, MS Excel) required.
- Experience in administering grants, grant funding and Arc View GIS preferred.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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DUTIES AND RESPONSIBILITIES:

1. Assist the Natural Resources staff and the Tribal Council to plan and implement various programs and projects including brownfields, contaminated site investigations, contaminated site cleanup, underground storage tank removal/closure, hazardous substance and waste management, and emergency response and management.
2. Regulate and ensure compliance with the Hazardous Substance Control Ordinance.
3. Maintain disciplined work ethic with minimal supervision.
4. Respond to emergency situations that deal with hazardous or petroleum substances released into the environment.
5. Work with minimal supervision to develop a Tribal Response Program that includes the following elements:
 - A) Survey and inventory of brownfield sites on or near the KBIC Reservation,
 - B) Oversight and enforcement authorities or other mechanisms and resources,
 - C) Mechanisms and resources for public participation
 - D) Mechanisms for approval of clean-up plans and verification and certification that clean-up is complete.
6. Develop and present workshops and/or public informational meetings regarding the Tribal Response Program and other brownfield related issues.
7. Help coordinate the annual Environmental Fair.
8. Prepare and present Tribal Response Program and other brownfields related issues at regional and national brownfield conferences.
9. Communicate with the U.S. EPA, the local public, the KBIC Community, KBIC Government Departments, and other groups and persons on a regular basis.
10. Prepare reports, including but not limited to monthly reports, quarterly progress reports, technical memoranda, site investigation reports, Phase I Site Assessment Reports, Sampling and Analysis Plans, Health and Safety Plans, and Phase II Site Assessment Reports.
11. Establish and maintain a Quality Assurance Project Plan to describe the personnel, procedures, and methods for ensuring the quality, accuracy, and precision of data collected. The plan shall be approved by the Environmental Protection Agency, and updated on a yearly basis, with a major review every five years.
12. Maintain strict confidentiality regarding program and other KBIC related information and data.
13. Work with multiple computer programs including MS Word, MS Outlook, MS Excel, ArcView GIS, and webpage development software.
14. Work with multiple equipment including photoionization detector, multi-gas meter, water quality meter, and various sampling equipment.
15. Gather environmental data and conduct environmental sampling including soil, water, sediment, and waste at contaminated or potentially contaminated sites.
16. Work with and evaluate contaminant related environmental data and technical reports including , but not limited to, soil quality data, air quality data, water quality data, and Phase I/Phase II Site Investigation reports.
17. Work with minimal supervision to solve both technical and practical problems.
18. Update and maintain the Tribal Response Program Public Record.
19. Review, interpret, implement, and comply with Federal and Tribal environmental laws and policy as required.
20. Organize hazardous and electronic waste collection events.
21. Assist with contractor and consultant solicitation, management, and oversight as necessary.
22. Insure proper management of grants and Tribal Council funds necessary to implement program activities. Additionally, establish and maintain grant files, and be responsible for tracking grant budgets as directed.
23. May be required to perform other duties related to biological and/or environmental services and activities on or near the Reservation, as directed by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: January 20, 2016

Closing Date: February 3, 2016 at 4:00pm

Name: _____ POSITION: **Environmental Response Program Specialist**

Please list your specific experience and knowledge in regards to the following qualifications:

Bachelor of Science Degree in Environmental Engineering, Environmental Sciences or closely related field.

Experience with environmental site investigations such as NEPA's, Phase I Investigations, Phase II Investigations, Baseline Environmental Assessments, All Appropriate Inquiry, or others.

Experience conducting environmental sampling including soil, sediment, and water, or able to obtain training within 6 months.

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